



CITY OF HOUSTON

Job Posting

	AP
1	Applications accepted from: ALL PERSON INTERESTED
2	Job Classification PUBLIC WORKS OPERATIONS SECTION CHIEF
3	Posting Number PN# 109395
4	Department Department of Public Works & Engineering
5	Division Public Utilities Division
6	Section Water Production Branch
7	Reporting Location 611 Walker*
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Coordinates public works operational support service and related activities. Assigns work to subordinate field supervisors, operators and other operations personnel. Monitors work assignments for accuracy and adherence to pertinent legal, technical, contractual and operational procedural guidelines. Responds to citizens' complaints and inquiries; gives technical or procedural advice to personnel concerning special or unique problems; interprets policy, procedure and legal requirements for employees and citizens. Compiles reports and maintains records of service rendered, clients served, procedures completed. Maintains files on fiscal and legally mandated matters and reports compliance with or progress toward division and/or branch performance measures. Coordinates activities within the section, other sections and divisions of the branch, and cooperates with interested agencies or committees. Assist in the preparation of the annual operating budget. Interviews and recommends selection of new employee, completes performance appraisals, recommends disciplinary and/or performance counseling as appropriate.
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> High School Diploma or GED.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Five years of experience closely related to the activities of section are required.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2). Valid Texas Class "B" Water Operator's certificate appropriate to position location, i.e. surface water, groundwater.
14	<u>PREFERENCES</u> None
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 22</div> <div>\$1,277 - \$1,833 Biweekly \$33,202 - \$47,658 Annually</div>
18	<u>OPENING DATE</u> March 15, 2006
19	<u>CLOSING DATE</u> Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 For application status inquires; please call (713) 837-0781. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer